

11—70.6(20) Conditions to be met for payroll deduction.

70.6(1) *When deducted.* The employee's authorized deduction shall be made from the second pay date of each calendar month.

70.6(2) *Authorization form.* Authorizations to deduct shall be certified by the employee on a form prescribed by the director.

70.6(3) *Minimum amount.* The minimum deduction shall be 25 cents per month.

70.6(4) *Effective date.* Authorization cards received by the appointing authority by the thirtieth day of the month shall be effective the first day of the following month. The deduction amount shall be calculated by dividing the annual dues for the organization by 12. Employees enrolling during a calendar year shall only have dues for that portion of the year remaining deducted through December of that year.

70.6(5) *Authorization cards.* All employee organizations authorized under this chapter shall be required to issue an authorization card to all participating state employees. The authorization cards are to be given to the appointing authority of the department in which the employee works, and are to be filed in the employee's personnel file in the agency to substantiate the payroll deduction. Any employee in a unit not covered by a collective bargaining agreement wishing to terminate the deduction shall be required to give 30 days' notice in writing to the appointing authority of the department in which the employee works. Any employee who has authorized the deduction of dues pursuant to a collective bargaining agreement and who wishes to terminate the deduction shall do so in accordance with the provisions of the current agreement.